



Geotechnical Verified Report (GVR) - INSTRUCTIONS

This form may be used to satisfy the verified reporting requirements of Title 24, Part 2, Section 1704A.7.1 (3301.1 in 2001 CBC) and Title 24, Part 1, Section 4-336 for the testing and inspection of engineered fill, and other construction related geotechnical aspects (see Section B). The instructions below explain how the form should be completed and how it may be modified for unusual situations.

Section A: This form must be submitted to the School District, and copies are to be distributed per Section C below. The DSA file and application number **MUST** be provided in the upper right hand corner. The DSA file number is generally shown on the first sheet of the drawings and the "signature page" of the specifications. The DSA application number is shown on the DSA approval stamp on every sheet of the drawings.

Checkboxes are provided to indicate whether the form is being used as a "Final Verified Report", a "Terminating Verified Report", or as an "In-Progress Verified Report".

- **Final Verified Report** is required at the conclusion of work for every project.
- **Terminating Verified Report** is required when your services are terminated during construction for any reason.
- **In-Progress Verified Report** may also be required because construction has stopped for more than a month (per Title 24, Part 1 Section 4-336(c)3) or because DSA has required an "in-progress" verified report to be filed (per Section 4-336(c)5).

Section B: If any of the geotechnical tests and inspections required by the approved plans, specifications, and form DSA-103 (Structural Tests and Inspections List) were not performed, list them on an attachment.

Also, it is essential that the tests and inspections were performed in accordance with the requirements of the DSA approved documents. Instructions from the project architect, the owner of the project, or any other entity to the contrary must be specifically described on an attachment.

Section C: All progress reports (e.g. fill placement and compaction inspection, soils compaction testing, etc.) must be sent to the architect in charge of the project, the structural engineer in charge of the project, the project inspector, and to DSA. Note that the original reports must be sent to the school district. If reports were not sent to all parties as required by Section 4-335(d) then cross out the statement and attach an explanation.

Section D: If persons other than qualified personnel under the supervision of the geotechnical engineer conducted portions of the sampling, handling, transportation or testing of the materials then cross out the statement and attach a description of the circumstances.

Section E: Any test indicating that work did not comply with the DSA approved requirements must be reported on this form by crossing out the statement and attaching a description of the circumstances. All reports indicating that material or workmanship was non-compliant shall be listed on this form and copies of all such reports shall be attached. Acceptance letters from the design professional and/or any other documents pertinent to the noncompliance reports shall also be attached when they are available.

Section F: This report must be signed under penalty of perjury by a California registered geotechnical engineer. Registered civil engineers are not acceptable.

cc: Space is provided to enable inputting of names of all parties.